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CareerCenter Job Seeker Guide, 2011

Maine Department of Labor

Bureau of Employment Services

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What is the CareerCenter?

The **Maine CareerCenter** provides a variety of employment and training services at **no charge for Maine workers and businesses.**

It is the place to start when you're looking for your first job, your next job, a better job – or a whole new career. You do not need to be claiming unemployment benefits or be out of work to use our services.

The CareerCenter system is a collaboration of the Maine Department of Labor, Local Workforce Investment Boards, and employment, education, and training providers.

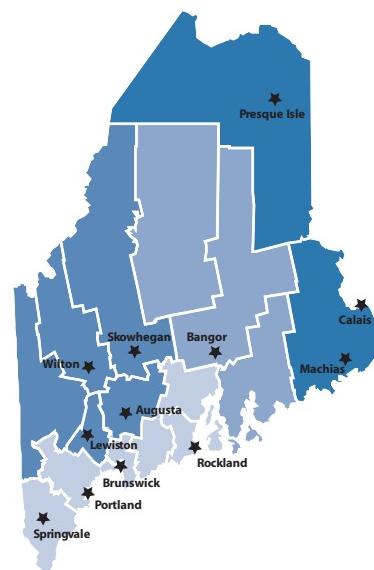


CareerCenter Locations

The Maine CareerCenter network consists of 12 full-service centers and additional service points and partner providers located throughout the state.

For a complete list of locations, visit:
www.mainecareercenter.com

Or call 1-888-457-8883
TTY: 1-800-794-1110



www.mainecareercenter.com

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request.



Job Seeker Guide

Bringing Employers and Job Seekers Together



www.mainecareercenter.com

Information Center

The Information Center is open to job seekers at no cost for education and employment-related purposes.

The library has information about:

- Economics, the labor market, employment trends and specific industries
- Career planning and exploration, job hunting and starting a business
- Businesses, education and training resources, and support services
- Labor laws and regulations

The computer center provides:

- Access to Internet, computers and software to prepare résumés, search for jobs online, or file your unemployment claim
- Wireless internet access (WiFi) for use with your wireless-capable laptop (at most CareerCenter locations)
- Access to telephone, fax and copier for education and employment-related purposes

Special Services

We offer services for veterans, older workers, young people, laid-off workers, people exploring a career change and people with disabilities. If you're a job seeker with a special need, the CareerCenter can assist you.

Employment Assistance

The CareerCenter offers services in both individual and group settings.

Some CareerCenters may invite you to attend an orientation session to find out what kinds of services you are eligible for or fit your individual needs. Ask the staff person at your local CareerCenter Information Center how to get started.

Workshops: CareerCenters offer workshops and classes on a variety of topics including networking, job search techniques, résumé writing, and more.

Job Fairs: get an online list of upcoming job fairs in your area or around the state.

For a list of workshops and job fairs near you, visit www.mainecareercenter.com.

Training Programs

CareerCenter staff can help you determine what programs are available to assist you and put you in touch with the best education and training resources in your area.



Maine's Job Bank

Maine's
Job Bank
CareerCenter

Start your job search by registering for Maine's Job Bank.

- Accessible 24 hours a day, 7 days a week
- Search for job openings based upon your individual qualifications
- Get matched with employers looking for your skills
- Receive automatic e-mail notifications when jobs that match your qualifications and preferences are posted
- Post a résumé that can be sent to employers

Virtual CareerCenter

You can access many of the resources of the CareerCenter by visiting our website:

www.mainecareercenter.com

- Search Maine's Job Bank
- Find information on CareerCenter programs and services
- Research training and education opportunities
- File your unemployment claims
- Link to hundreds of other employment resources